

Quick Reference Guide – Employee Mandatory/Foundation Training Dashboards

To support staff meet the requirements of the Western Health 'Training Requirement' procedure on PROMPT, our PowerBI Mandatory Training Dashboards have been expanded and a new Foundational Training Dashboard has been developed.

This Quick Reference Guide will explain how to use [WH's expanded Mandatory Training Dashboards and new Foundational Training Dashboards](#)

FOUNDATIONAL TRAINING DASHBOARD

Foundational training is required to be undertaken by some staff, depending on their role and/or work location. This section will show you:

- Filters
- [Competency Table](#)
- [To customise a report and save it for future use](#)
- [Steps to export the employee table to Excel](#)
- [Retain last view and how to reset report](#)
- [Information page](#)

Filters

You can select one or more filters. Each filter allows you to select one or more drop-down boxes. i.e. filter by "Employment Status"

The screenshot displays the 'FOUNDATIONAL TRAINING OVERVIEW' dashboard. At the top, there is an 'Employee Search' filter set to 'All'. Below this are several filter categories: Directorate, Division, Cost Centre, Labour Category, and Award, all set to 'All'. An 'Employment Status' filter is also present, with a dropdown menu open showing options: 'All', 'Select all', 'Casual', 'Fixed Term', and 'On Going'. A red box highlights the 'Employment Status' filter and its dropdown menu, with a red arrow pointing to the 'Select all' option. A red text box next to the dropdown says 'Drop down and you can select 21'. The dashboard also features a 'Reset Filters' button and a 'Last Refreshed' timestamp of '08-Feb-24'. The main content area is divided into two tables: 'COMPETENCY TABLE' and 'EMPLOYEE TABLE'. The 'COMPETENCY TABLE' shows training details for 'Aboriginal Cultural Awareness' with 3,130 employees completed, representing 25.2% of the total 12,426 employees. The 'EMPLOYEE TABLE' lists employee names and start dates.

TRAINING	STANDARD	Completed	%
All	All		
TOTAL EMPLOYEES: 12,426			
Training on commencement - all staff		3,130	25.2%
Aboriginal Cultural Awareness			

Employee Name	Employee Start Date
Surname, Forename (00010226)	12-Feb-01
Surname, Forename (00010512)	02-Mar-01
Surname, Forename (00010521)	31-Aug-95

Competency Table

It shows the total number of employees, the number of employees who has completed each training module, and the percentage of employees who have completed each training module.

COMPETENCY TABLE		
TRAINING	STANDARD	
All	All	
TOTAL EMPLOYEES: 12,426		
	Completed	%
Training on commencement - all staff		
Aboriginal Cultural Awareness	3,130	25.2%
Hand Hygiene	10,364	83.4%
Western Health Orientation Package	11,370	91.5%
Training on commencement - clinical staff		
Aseptic Technique	7,074	56.9%
Blood Transfusion Practice for Medical Offic...	666	5.4%
Blood Transfusion Practice for Neonatal an...	234	1.9%
Blood Transfusion Practice for Nurses and ...	3,995	32.2%
Electronic Medical Record	7,628	61.4%
Epidural anaesthetic (non-obstetric)	1,198	9.6%
Medication Safety for Nurses and Midwives	376	3.0%
Obstetric Epidural Anaesthesia	515	4.1%
Statutory Duty of Candour	511	4.1%
Transmission Based Precautions	7,438	59.9%
Focused Training		
Adult Deteriorating Patient (Non Obstetric)	265	2.1%
A-E Assessment	206	1.7%
Clinical Handover	782	6.3%
Delirium Prevention and Management	547	4.4%
Falls Prevention and Management	1,578	12.7%
Indwelling catheterisation	143	1.2%
Intravenous Cannulation	1,585	12.8%
Malnutrition Prevention and Management	52	0.4%
Pressure Injury Prevention and Management	723	5.8%
Self-harm and Suicide Risk Assessment	265	2.1%

Total # of Employee

Employee completed

% Employee completed

To customise a report and save it for future use

You can customise a report according to the training module/s. Follow steps 1-5.

I.e. Three modules have been chosen (step 2) and will be displayed in the 'Employee Table'. The employee table will display the last **date of completion**. Blank box indicates that employees have not completed the training.

To save the customised report for future use, click on the “Add a personal bookmark” (step 4) and input a report name. This will appear in your “Personal bookmarks” (step 5).

COMPETENCY TABLE

TRAINING: All | STANDARD: All

TOTAL EMPLOYEES: 12,344

	Completed	%
Training on commencement - all staff		
Aboriginal Cultural Awareness	3,137	25.4%
Hand Hygiene	10,456	84.7%
Western Health Orientation Package	11,518	93.3%
Training on commencement - clinical staff		
Aseptic Technique	7,169	58.1%
Blood Transfusion Practice for Medical Offic...	742	6.0%
Blood Transfusion Practice for Neonatal an...	242	2.0%
Blood Transfusion Practice for Nurses and ...	3,993	32.3%
Electronic Medical Record	7,778	63.0%
Epidural anaesthetic (non-obstetric)	1,194	9.7%
Medication Safety for Nurses and Midwives	376	3.0%
Obstetric Epidural Anaesthesia	514	4.2%
Statutory Duty of Candour	510	4.1%
Transmission Based Precautions	7,469	60.5%
Focused Training		
Adult Deteriorating Patient (Non Obstetric)	266	2.2%
A-E Assessment	194	1.6%
Clinical Handover	747	6.1%
Delirium Prevention and Management	543	4.4%
Falls Prevention and Management	1,571	12.7%
Indwelling catheterisation	143	1.2%
Intravenous Cannulation	1,588	12.9%
Malnutrition Prevention and Management	49	0.4%
Pressure Injury Prevention and Management	721	5.8%
Self-harm and Suicide Risk Assessment	261	2.1%

COLUMN SELECTION FOR EMPLOYEE TABLE

1

It expand when click

FOUNDATIONAL TRAINING STATUS
REPORT UPDATED DAILY

Employee Search: All

COLUMN SELECTION FOR EMPLOYEE TABLE

1. Attribute Columns

- Directorate
- Division
- Cost Centre
- Labour Category
- Award
- Employee Hours (F/N)
- Employee Start Date
- Employment Status

2. Training on commencement- all staff

- Western Health Orientation Package
- Aboriginal Cultural Awareness
- Hand Hygiene

3. Training on commencement- clinical staff

- Aseptic Technique
- Comprehensive Care Overview
- Electronic Medical Record
- Epidural anaesthetic (non-obstetric)
- Medication Safety for Nurses and Midwives
- Obstetric Epidural Anaesthesia
- Statutory Duty of Candour
- Transmission Based Precautions
- Blood Transfusion Practice for Medical Officers
- Blood Transfusion Practice for Nurses and Midwives
- Blood Transfusion Practice for Neonatal and Paediatric

4. Focussed Training

- Self-harm and Suicide Risk Assessment
- Delirium Prevention and Management
- Falls Prevention and Management
- Indwelling Catheterisation
- Intravenous Cannulation
- Malnutrition Prevention and Management
- Pressure Injury Prevention and Management
- Adult Deteriorating Patient (Non Obstetric)
- A-E Assessment
- Clinical Handover

Cost Centre: All | L1: All

5 My customised reports

4 Save as many customised reports as you like

3 Personal bookmarks

- On Commencement
- Focussed Training
- Malnutrition
- Add a personal bookmark
- Show more bookmarks

Employee Name	Western Health Orientation Package	Aboriginal Cultural Awareness	Hand Hygiene
Surname, Forename (00010226)	01-Jul-23		
Surname, Forename (00010512)	01-Jul-23		07-Sep-23
Surname, Forename (00010521)	01-Jul-23		11-Aug-22
Surname, Forename (00010548)	01-Jul-23		
Surname, Forename (00010656)	01-Jul-23	17-Jul-21	16-Jun-23
Surname, Forename (00010674)	01-Jul-23		30-Nov-23
Surname, Forename (00010773)	01-Jul-23	28-Aug-21	03-Apr-23
Surname, Forename (00010782)	01-Jul-23		10-Feb-23
Surname, Forename (00010962)	01-Jul-23		27-Oct-21
Surname, Forename (00010980)	01-Jul-23		01-Sep-23
Surname, Forename (00011034)	01-Jul-23		20-Aug-23
Surname, Forename (00011061)	01-Jul-23		11-May-23
Surname, Forename (00011160)	01-Jul-23		01-Sep-23
Surname, Forename (00011305)	01-Jul-23		29-Mar-23
Surname, Forename (00011313)	01-Jul-23		05-Feb-22
Surname, Forename (00011340)	01-Jul-23		20-Feb-23
Surname, Forename (00011394)	01-Jul-23		25-Oct-23
Surname, Forename (00011457)	01-Jul-23	18-Oct-23	18-Aug-23
Surname, Forename (00011538)	01-Jul-23		11-Aug-22
Surname, Forename (00011556)	01-Jul-23		11-Aug-22
Surname, Forename (00011565)	01-Jul-23		04-May-23
Surname, Forename (00011736)	01-Jul-23		11-Aug-22

2 Choose your filters to customise your report

Steps to export the employee table to Excel

Follow steps 1-3. Hover your mouse over the box for further instructions. Go to the top right-hand corner of the "Employee Table", click on ... and "Export data".

The image shows two screenshots of a web application interface. The top screenshot shows the 'EMPLOYEE TABLE' with a red box highlighting the 'STEPS TO EXPORT TABLE DATA' button and a callout box with instructions: 'EXPORT TABLE DATA TO EXCEL', '- Select More actions (...) on UPPER-RIGHT corner of TABLE', '- Select "EXPORT DATA"', '- Choose option "DATA WITH CURRENT LAYOUT"', and '- Select EXPORT'. The bottom screenshot shows the same interface with a red box highlighting the 'Export data' option in the dropdown menu that appears when hovering over the table's top-right corner.

FOUNDATIONAL TRAINING OVERVIEW
REPORT UPDATED DAILY
Reset Filters
Last Refreshed 08-Feb-24

Cost Centre: All | Labour Category: All | Award: All | Employment Status: All

EMPLOYEE TABLE
The training date displayed is when it was last completed

Employee Name	Western Health Orientation Package	Aboriginal Cultural Awareness	Hand Hygiene
Surname, Forename (00010226)	01-Jul-23		
Surname, Forename (00010512)	01-Jul-23		07-Sep-23

FOUNDATIONAL TRAINING OVERVIEW
REPORT UPDATED DAILY
Reset Filters
Last Refreshed 08-Feb-24

Cost Centre: All | Labour Category: All | Award: All | Employment Status: All

EMPLOYEE TABLE
The training date displayed is when it was last completed

Employee Name	Western Health Orientation Package	Aboriginal Cultural Awareness	Hand Hygiene
Surname, Forename (00010226)	01-Jul-23		
Surname, Forename (00010512)	01-Jul-23		07-Sep-23
Surname, Forename (00010521)	01-Jul-23		11-Aug-22
Surname, Forename (00010548)	01-Jul-23		
Surname, Forename (00010656)	01-Jul-23	17-Jul-21	16-Jun-23
Surname, Forename (00010674)	01-Jul-23		30-Nov-23
Surname, Forename (00010773)	01-Jul-23	28-Aug-21	03-Apr-23
Surname, Forename (00010791)	01-Jul-23		10-Feb-23

Retain last view and how to reset report

Any filters or data view changes you make will be retained by the report and will be displayed the next time you access it. To reset the view, click on "Reset Filters".

The screenshot shows the top section of a report titled "FOUNDATIONAL TRAINING OVERVIEW". Below the title, it says "REPORT UPDATED DAILY". On the right, there is a "Last Refreshed" timestamp of "08-Feb-24" and an information icon (i). A "Reset Filters" button is highlighted with a red box. Below this are four dropdown filters: "Labour Category" (set to "All"), "Award" (set to "All"), and "Employment Status" (set to "All"). Below the filters is a blue header for the "EMPLOYEE TABLE" with the text "The training date displayed is when it was last completed" and a "STEPS TO EXPORT TABLE DATA" button. Below the header are columns for "Directorate", "Division", "Cost Centre", and "Labour".

Information page

Information page provides a report summary, data source, refresh interval, stakeholders and aggregations.

This screenshot is similar to the one above, showing the top section of the report. However, the "Reset Filters" button is not highlighted. Instead, a red box highlights the information icon (i) with the text "Information page" next to it.

MANDATORY TRAINING DASHBOARD

This dashboard provides an overview of your staff across “General” and “Specialist” and their designated training requirements.

- **General:** General Manual Handling, Basic Life Support, Fire & Emergency Procedures and Occupational Violence & Aggression.
- **Specialist:** Advanced Lift Support, Patient Handling, Chemotherapy, Fetal Surveillance and Neonatal Life Support.

This section will show you:

- Filters
- Toggle between General and Specialist Competencies
- [Current Month Competency](#)
- [Employee search for 1 or more mandatory training modules expired](#)

Filters

You can select one or more filters. Each filter allows you to select one or more drop-down boxes.

The screenshot shows the top section of the dashboard. At the top, there are filter dropdowns for Directorate, Division, Cost Centre, Labour Category, and Award, with a 'Filters' button. Below this is a 'CURRENT MONTH COMPETENCY' summary table with a target of 85%. The table is split into two columns: 'GENERAL MANUAL HANDLING (B4L)' and 'BASIC LIFE SUPPORT (INCL. PAEDIATRIC)'. The 'Employee Search' dropdown is set to 'All'. To the right, there are tabs for 'GENERAL' and 'SPECIALIST', and a total employee count of 10,610. A legend indicates training status: Up-to-date (green), Expires < 4 Weeks (yellow), and Expired (red). A note states: 'The date displayed is the expiry date for the mandatory training'.

CURRENT MONTH COMPETENCY		(TARGET 85%)	
GENERAL MANUAL HANDLING (B4L)	Employees	9,875	6,126
	Up-to-date	8,593	4,903
	Result	87.0%	80.0%

Toggle between General and Specialist Competencies

This screenshot shows the 'GENERAL' competency view. The summary table on the left includes 'FIRE & EMERGENCY PROCEDURES' and 'OCCUPATIONAL VIOLENCE & AGGRESSION'. The main table lists employees with their names, labour categories, and expiry dates for B4L, BLS, and FEP. The 'Employee Search' dropdown is set to 'All'. The 'MANDATORY TRAINING OVERVIEW' header shows 'REPORT UPDATED DAILY' and the 'GENERAL' tab is selected.

CURRENT MONTH COMPETENCY	
GENERAL MANUAL HANDLING (B4L)	Employees: 10,017
BASIC LIFE SUPPORT (INCL. PAEDIATRIC)	Employees: 6,236
	Up-to-date: 8,225
	Up-to-date: 4,795
	Result: 82.1%
	Result: 76.9%
FIRE & EMERGENCY PROCEDURES	Employees: 10,766
OCCUPATIONAL VIOLENCE & AGGRESSION	Employees: 10,769
	Up-to-date: 8,869
	Up-to-date: 8,473
	Result: 82.4%
	Result: 78.7%

Employee Name	Labour Category	B4L	BLS	FEP
Surname, Forename (00010226)	Administration and Clerical	15-May-24		15-May-24
Surname, Forename (00010512)	Sessional Clinical		23-Apr-22	15-Jun-24
Surname, Forename (00010521)	Ancillary Support Service	07-Mar-24		01-Mar-24
Surname, Forename (00010656)	Administration and Clerical	23-May-24		23-May-24

This screenshot shows the 'SPECIALIST' competency view. The summary table on the left includes 'ADVANCED LIFE SUPPORT', 'PATIENT HANDLING (B4L)', 'CHEMOTHERAPY', 'FETAL SURVEILLANCE', and 'NEONATAL LIFE SUPPORT'. The main table lists employees with their names, labour categories, and expiry dates for ALS, B4L, Chemo, and FS. The 'Employee Search' dropdown is set to 'All'. The 'MANDATORY TRAINING OVERVIEW' header shows 'REPORT UPDATED DAILY' and the 'SPECIALIST' tab is selected.

CURRENT MONTH COMPETENCY %	
ADVANCED LIFE SUPPORT	Employees: 1,011
PATIENT HANDLING (B4L)	Employees: 5,604
	Up-to-date: 560
	Up-to-date: 3,735
	Result: 55.4%
	Result: 66.6%
CHEMOTHERAPY	Employees: 219
FETAL SURVEILLANCE	Employees: 461
	Up-to-date: 131
	Up-to-date: 317
	Result: 59.8%
	Result: 68.8%
NEONATAL LIFE SUPPORT	Employees: 569
	Up-to-date: 417
	Result: 73.3%

Employee Name	Labour Category	ALS	B4L	Chemo	FS
Surname, Forename (00011844)	Ancillary Support Service		01-Mar-24		
Surname, Forename (00012128)	Ancillary Support Service		01-Mar-24		
Surname, Forename (00012182)	Medical Officers	07-Feb-21			
Surname, Forename (00012419)	Medical Support			04-Aug-24	
Surname, Forename (00012599)	Medical Officers	24-Aug-24			
Surname, Forename (00012675)	Administration and Clerical		01-Nov-24		
Surname, Forename (00013333)	Medical Officers	25-Nov-22			
Surname, Forename (00013673)	Medical Officers	09-Feb-20			
Surname, Forename (00013745)	Medical Officers	01-Mar-18			

Current Month Competency

It shows the total number of employees, the number of employees who has completed each training module, and the percentage of employees who have completed each training module. Note: Check the information page for target.

CURRENT MONTH COMPETENCY				(TARGET 85%)
GENERAL MANUAL HANDLING (B4L)		BASIC LIFE SUPPORT (INCL. PAEDIATRIC)		
Employees	9,875	Employees	6,126	Total # of Employee
Up-to-date	8,593	Up-to-Date	4,903	# Employee completed
Result	87.0%	Result	80.0%	% Employee completed
FIRE & EMERGENCY PROCEDURES		OCCUPATIONAL VIOLENCE & AGGRESSION		
Employees	10,607	Employees	10,610	
Up-to-date	9,213	Up-to-date	8,774	
Result	86.9%	Result	82.7%	

Employee search for 1 or more mandatory training modules expired

An employee can be searched by either the whole or partial employee number, first name or last name.

LIST OF EMPLOYEES WITH 1 OR MORE MT EXPIRED
Training has expired for 2,893 employees.

Select from list below to view details

- Surname, Forename (00010512)
- Surname, Forename (00035129)
- Surname, Forename (00105123)
- Surname, Forename (00129512)
- Surname, Forename (00130512)

MANDATORY TRAINING SPECIALIST DASHBOARDS – Back 4 Life, Chemotherapy, Fetal Surveillance, Fire and Emergency Procedures, Occupational Violence and Aggression and Resuscitation Training.

This section will show you:

- Filters
- Toggle between General Handling and Patient Handling
- [Competency Table](#)

Filters

You can select one or more filters. Each filter allows you to select one or more drop-down boxes. i.e. filter by month (Jan-24) or “Expires in 1 Week”


The screenshot displays the 'BACK 4 LIFE' dashboard interface. At the top, there are filter dropdowns for Directorate, Division, Cost Centre, Labour Category, and Award, with a 'Filters' button. The main area is divided into several sections:






- MONTHLY SUMMARY: Jan-24:** Includes a 'Filters' button and a table showing Employee Count (9,875), Completed (8,593), and Not Completed (1,282).
- EMPLOYEES:** Shows a total of 9,875 employees and a search dropdown.
- BACK 4 LIFE:** Features a 'REPORT UPDATED DAILY' label and a toggle between 'GENERAL HANDLING' (selected) and 'PATIENT HANDLING'.
- Competency Status:** Includes checkboxes for 'Completed', 'Not Completed', 'Expires in 1 Week', and 'Expires in 4 Weeks', with a 'Filters' button.
- Table:** A table with columns: Employee, Training, Expiry Date, Award, and Cost Centre. It lists various employees with their training completion status and expiry dates.
- MONTHLY COMPETENCY %:** A bar chart showing competency percentages from Jul-23 to Jan-24, with a target line at 85%.

Toggle between General Handling and Patient Handling

This close-up shows the 'BACK 4 LIFE' header with the 'REPORT UPDATED DAILY' text. Below it is a toggle switch with two buttons: 'GENERAL HANDLING' (which is highlighted with a yellow underline) and 'PATIENT HANDLING'. A red double-headed arrow is positioned between the two buttons, indicating the toggle mechanism.

Competency Table

Click on  to expand the division to its associated cost-centre/s. Note: You must have access to cost-centre to view it.

MONTHLY SUMMARY: Jan-24													
Jul-23		Aug-23		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24	
Employee Count				Completed				Not Completed					
9,875				8,593				1,282					
Division Cost Centre	# Emp	Comp	Not Comp	Comp %									
 HQ Health Information & Performance	97	93	4	96%									
HQA-00001 - Health Information Systems	7	7	0	100%									
HQA-00002 - Health Information Systems	1	1	0	100%									
HQA-00003 - Medical Record Services	25	25	0	100%									
HQA-00004 - Medical Transcription	4	4	0	100%									
HQA-00005 - Clinical Coding	43	39	4	91%									
HQA-00006 - Management & Support	10	10	0	100%									
HQA-00007 - Business Analytics	7	7	0	100%									
 IT - Office and Infrastructure - Core & Infr...	1	0	1	0%									
 IT - Digital Technology Services (DTS)	81	52	29	64%									
 IT - Procurement Services	28	27	1	96%									
 IT - IT/PA & Dev/Support - Operations	29	15	14	52%									
Total	9,875	8,593	1,282	87%									